



**Gary D. Morgan**  
**Executive Director**

May 31, 2013

Christy Montgomery  
Grants Program Manager  
Workforce Services  
TN Dept Labor & WFD  
220 French Landing Drive  
Nashville, TN 37243-1002

Dear Christy:

To ensure federal and state regulations are met, Workforce Solutions is requesting the extension of the current Five-Year plan through June 30, 2014.

If you have any questions or need additional information, please contact me at 931.455.9596.

Sincerely,

Gary D. Morgan  
Executive Director

**P.O. Box 1628, 410 Wilson Avenue, Tullahoma, TN 37388**  
**Telephone: 931/455-9596 Fax: 931/455-9580**

*Workforce Solutions is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. This project is funded under an agreement with the Tennessee Department of Labor and Workforce Development. Phone: 931/455-9596 TDD 931/454-0477*

## **I. Leadership**

Workforce Solutions is an organization, created by a vote, in the Tennessee General Assembly, to become the administered entity for the Workforce Investment Act in Local Workforce Area Six. The Local County Mayors and County Executives also approved Workforce Solutions to serve as fiscal agent for Local Workforce Area Six funds.

### **1.1 Senior Leadership**

Our senior leaders lead by committing themselves to completing their job responsibility in a professional and timely manner and also by encouraging our fellow employees to commit themselves to the same professional responsibilities. The senior leaders lead by direction and guidance from the Executive Director, knowing there is an open door, and provides a hands-on leadership therefore, the senior leaders lead in "like" manner. All the senior leaders have been involved with WIA since its inception. The staff works independently as much as possible and in concert with the Executive Director.

#### **1.1a Organizational Vision and Values**

Workforce Solutions, under the direction of the Local Workforce Investment Board, and the Local County Mayors and County Executives partnered with the Tennessee Career Center agencies to develop the strategic plan for administering the Workforce Investment Act and create a mission and vision statement.

**VISION:** Create a workforce system that will serve as the premier provider of employment, training and educational services to employers and job seekers in the Local Workforce Investment Area Six.

**MISSION:** To provide a comprehensive network of career employment, training, educational, and support services for the region's employers, employees, and job seekers.

#### **1.1b Communication and Organizational Performance**

The success of any organization depends on the proper communication with board, partners and staff that performs the day-to-day activities of the organization. As the administrative entity of LWIA-6, Workforce Solutions conducts regular staff meetings, as well as career center consortium meetings. These meetings provide insight to all partners of the services available to clients who come to the Career Centers.

Workforce Solutions also prepares monthly reports for the Local Board, County Mayors and County Executives, and staff that details financial reports, registrations, placements, individual county activities, and cost of services provided. These communication efforts have proven to be extremely successful allowing all parties involved to have a clear picture of performance on a monthly basis.

Workforce Solutions, LWIA 6 is always working to better partner relationships, enhance communication, encourage innovative thinking and increase customer service and satisfaction on all levels ranging from jobseekers to employers. In our analysis of how our senior leaders lead, LWIA 6 took another look at our SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis looking for indicators of problem areas that need attention and corrective action plans.

## 2013 LWIA COMPLIANCE CHECKLIST

   Public Notice or 30-Day Comment Period **Due 6/12/13**

“attach any comments received and discuss the process used to provide opportunity for the public comment”

  X   Memorandum of Understanding – Matrix/Grid

  X   Current Consortium Agreement of One-Stop Partners – *Attachment E*

  X   Current Consortium Agreement of Local Elected Officials – *Attachment D*

  NA   Resource Sharing Agreement Materials (have begun the process of discussing modifications to the RSA and provide an expected completion date)

  NA   Indirect Cost Approval Letter/Cost Allocation Plan (CAP)

  X   Current List of Local Workforce Investment Board Members – (on appropriate form) **Separate (4) attachments**

  X   Copy of Local Workforce Investment Board By-Laws

  X   Youth Eligible Providers List and 10 Program Element Matrix

  X   Assurances (with signature pages)

   List of waivers utilized and required documentation

  X   Copy of Procurement Manual **Separate attachment**

  X   Letter requesting the extension of the current Five-Year Plan through June 30, 2014

Confirmation the LWIA has on site an approved:

  X   EEO Manual

  X   Written Conflict of Interest Policies

  X   Title VI Manual

  X   ADA Checklist